



September 30, 2004

The Honorable Gary Locke
Governor of Washington
Legislative Building
PO Box 40002
Olympia WA 98504-0002

Dear Governor Locke:

It is my pleasure to submit the 2004-2005 Business Plan on behalf of the Interagency Committee of State Employed Women (ICSEW).

We look forward to an exciting year ahead as we move toward the goal of becoming more politically proactive. Toward this goal, we ask for your assistance in identifying political issues that you feel important and which you believe the ICSEW can have influence over.

Details on the overall committee goals and subcommittee goals are highlighted in the Business Plan. In addition, we have included the committee budget, member roster, and current bylaws. Please feel free to contact me about the information provided below if you have any questions or comments regarding the Business Plan.

Sincerely,

Dianna Gifford, Vice-Chair
Interagency Committee of State Employed Women
Department of Natural Resources
PO Box 4-7033
Olympia, WA
360 902-1134
Dianna.Gifford@wadnr.gov

Enclosure

Cc: Vicki Rummig, ICSEW Chair
Diane Prigge, Boards & Commissions
Carol Jolly, Executive Policy

Interagency Committee of State Employed Women



2004-05 Business Plan

September 30, 2004

Table of Contents

Background	3
History.....	3
Purpose.....	3
The Committee.....	3
Subcommittees.....	4
Committee Goals for 2003-2004	4
Communications	5
Conference	5
Education	5
Health and Wellness	6
History.....	6
Membership	6
Promotional and Career Opportunities Committee (PCOC)	6
Take Our Daughters and Sons to Work Day	7
Appendix 1 – Membership Roster	8
Appendix 2 – 2003-2004 Budget.....	2
Appendix 3 – Bylaws (Adopted September 9, 2003)	2

Background

History

The Interagency Committee of State Employed Women has evolved through a number of advisory council names since 1963 when Governor Rosellini established the Washington State Commission on the Status of Women in response to President Kennedy's National Commission on the Status of Women. On October 19, 1970, Governor Evans established the Washington State Interagency Committee on the Status of Women. The first task of this 13-member committee was to evaluate the state's response to the recommendations in the 1963 Commission report and make further recommendations for change. When Governor Gardner reaffirmed his support for the committee by signing an Executive Order on November 7, 1989, he gave a 90s focus to an effort that began in the 60s. The committee's name was changed to the Interagency Committee of State Employed Women (ICSEW) and it was expanded to include institutions of higher education and the judicial system as members.

This committee has been involved in studying issues and advising Washington State governors on issues including employment practices, labor laws, discrimination, comparable worth, family leave, dependent care, mentoring programs, and domestic violence. At the same time, the committee has provided education to state employed women on these issues as well as career and life planning, health and wellness, self-defense, and professional and interpersonal skills. Information and education on issues to state employed women has been accomplished through the publication of the committee's newsletter, the *InterAct*; workshop opportunities; and state conferences. Conferences are targeted to be a biennial event, yet adjustments are made to align with budget constraints of the state.

In recent years the ICSEW has broadened its reach by providing community service in the form of drives to collect items such as clothing, school supplies, foster care needed items, and cell phones to support domestic violence efforts. The ICSEW has also hosted an annual Take our Daughters and Sons to Work Day from 1999 through 2003 in conjunction with the Ms. Foundation's national day and provided information for state agencies to host their own events in 2004.

Purpose

The purpose of the ICSEW is to enhance working conditions for state employed women. This is accomplished through advising the Governor on policies that affect state employed women and providing information and education to state employed women.

The Committee

The ICSEW has 48 members representing 47 of the state's 120 agencies. In addition, each agency has the option of allowing one alternate for each representative to participate in ICSEW events and activities. Agencies that do not meet the minimum criteria of 25 female employees are allowed to have 1 informal member participate in and receive information from the ICSEW. Alternates and informal members do not have voting privileges to ensure continuation of the "representative" status of the committee. In addition to the subcommittee chairs, the Executive Board includes Vicki Rummig of the Office of Financial Management, Chair; Dianna Gifford of

the Department of Natural Resources, Vice Chair; and Janice Flaherty of the Office of the Attorney General, Secretary. Currently, the chair is performing the duties of Treasurer to develop formal processes to pass on to a future selected Treasurer.

Subcommittees

- Communications – provides communication to state employed women by publishing the *InterAct* bi-monthly newsletter and coordinates the committee's Web site found at <http://icsew.wa.gov>.
- Conference – is responsible for all aspects of planning the ICSEW conference.
- Education – provides education opportunities to state employed women through the organization of workshops and training classes.
- Health and Wellness – researches and provides information through the *InterAct* and workshops on health and wellness issues affecting state employed women.
- History – keeps archives of committee information and provides historical retrospectives to members and all state employed women through the *InterAct*.
- Membership – keeps current membership information, organizes general membership meetings, and explores ways to increase participation.
- Professional and Career Opportunities – provides information through articles and pamphlets on professional development and researches issues affecting employment opportunities and pay.
- Personnel System Reform – on behalf of state employed women, reviews all proposed implementation plans and rules and will respond to the proposing agency or director's office as appropriate. In addition, communicates impacts and implications of personnel system reform to all state employees through articles in the *InterAct* newsletter, presentations at membership meetings, and dissemination of information to all state employees via their respective representatives.
- Take Our Daughters and Sons to Work Day -provides information on this important day to all state agencies and employees.

Committee Goals for 2004-05

Last year the committee easily met its goals to become more politically proactive. Along these lines the committee voted to adopt a new Ad Hoc Committee, Personnel System Reform, to take the lead in understanding personnel system reform implementation issues and ensure the needs of state employed women continue to be met. In addition, the committee will proactively work toward providing unbiased information regarding personnel system reform information to all state employees including the potential impacts to their professional lives.

The ICSEW will continue to work toward marketing our committee to agency executive staff and all state employees. The past year has seen an increase in the number of members and improved attendance. This can, in part, be attributed to a more focused purpose and demonstrated benefit to all state employees. We will continue to work on issues imperative to benefiting the professional lives of state employees and provide detailed information on the work we are doing. In addition, we will continue to proactively solicit agencies to fill vacant committee spots with assistance of the Governor's Office.

Communications

Committee Chair: Lonnie Peterson (Department of Health)

Committee Members: Sheryl Gaskell (Department of Ecology), Julie Woods (Office of the Governor), Lee Anne Velez (Higher Education Coordinating Board), Carolyn Benard (Employment Security Department), Kristin Partain (Department of Licensing), Janet Merz (State School for the Blind), Angela Gregg (Utilities and Transportation Commission), Eva Coblentz (Department of Financial Institutions), and Paula Ditton Henzel (Sentencing Guidelines Commission).

The Communications Committee's goal is to "improve and broaden communications to all state employees and act as an information clearinghouse for state employees." Communications are primarily through the ICSEW's newsletter, the *InterAct*, and Web site located at <http://icsew.wa.gov/>. The committee is proactively working toward better and timelier management of Web site content with the help of two Web coordinators who have been trained in Dreamweaver software.

The committee is also working to maintain the quality of the *InterAct* newsletter with continuation of two article series, the "Spotlight Articles" on each subcommittee and the "Women Leaders in State Government" series. In addition, the Communications Committee is encouraging the submittal of original material relevant to the ICSEW and useful to the employees of Washington State.

Conference

Committee Chair: Melissa Beard (Washington Traffic Safety Commission)

Committee Members: Darla Bauknecht (Eastern Washington University), Janice Flaherty (Office of the Attorney General), Joanne Graley (Gambling Commission), Julie Sjöholm (Gambling Commission), and Kim Starkey (Department of Information Services).

The Conference Committee will begin planning an ICSEW conference for Spring 2006. The initial phases of this planning include reviewing past processes and making improvements to make the overall planning for 2006 easier, including a library of materials used and other helpful information. Also, the committee will need to determine a theme and location early on. A request for proposal for potential speakers and presenters will be distributed once the theme and location have been established.

Education

Committee Chair: Vicki Meyer (Office of the Insurance Commissioner)

Committee Members: Wendy Sue Wheeler (Department of Agriculture), Sherri Clarke (Parks and Recreation Commission), Mary Davis (Pierce College), Daisy Grays (Office of the Governor), Norma King (Office of the Secretary of State), Ann McCay (Department of Services for the Blind), Adrienne N. Nash (Department of Transportation), Carole Rucker (Pierce College), Wendy Voss (Office of the State Auditor), and Cheryl Meyers (Department of Retirement Systems).

The Education Committee continues to work tirelessly to bring quality education and training opportunities to state employed women. The committee targeted 27 classes with 970 slots available in the areas of communication, safety, and finance in 2004-05.

Health and Wellness

Committee Chair: Jan Ward Olmstead (Health Care Authority)

Committee Members: Sue Brown (Department of General Administration), Joanne Graley (Gambling Commission), Marilyn Hanna (Department of Health), Debbie Kettlehut (Department of Veteran's Affairs), Sandy Machado (State Investment Board), Connie Nabors (Health Care Authority), Julie Sjöholm (Gambling Commission), and Simone Stilson (Department of Labor and Industries).

The Health and Wellness Committee continues to work toward increasing the overall wellness of state employees through information sharing and activities. For 2004-05 they have adopted the goal of "expand knowledge of health and wellness with an emphasis on holistic health and promoting health behaviors to maintain a balance through the journey of our lives." They will update and distribute a list of Health and Wellness agency coordinators in an effort to improve collaboration between agencies, including exploring the idea of a multi-agency health and wellness fair.

History

Committee Chair: Kimberly Starkey (Department of Information Services)

Committee Members: Cheryl Foster (Liquor Control Board)

The History Committee works toward keeping an accurate historical account of the ICSEW's contribution to state government. The committee has identified a need to sort through existing ICSEW documentation that exists in many different locations and resides with many different people to develop an inventory and archive of all materials available. This inventory will be used to identify gaps in information and, as a result, the committee chair asked past ICSEW members for copies to replace missing documents. The committee will additionally look up storage options to include the feasibility of scanning materials for electronic storage and use of the State Records Center. Further, the History Committee will provide historical retrospectives of the ICSEW through *InterAct* articles and presentations to the general membership.

Membership

Committee Chair: Gina Maynard (Lottery Commission)

Committee Members: Kathy Forbes (Department of Printing), Shirley Mott (Washington State Patrol), Cindy Craig (Department of Personnel), Rosuland Jenkins (Employment Security Department), and Cheryl Foster (Liquor Control Board).

The Membership Committee has many responsibilities including coordinating and maintaining accurate information regarding the membership of all ICSEW committee members and organizing general membership meetings. The committee has also identified a need to increase networking opportunities for membership and will develop a Network Guide, an expanded membership roster that contains additional member information to promote networking. In addition, the committee will provide teambuilding activities at general membership meetings.

Promotional and Career Opportunities Committee (PCOC)

Committee Chair: Joanne McDaniel (Department of Labor and Industries)

Committee Members: Heather Balcomb (Interagency Committee for Outdoor Recreation), Julie Emmal (Office of Administrative Hearing), Kindra Benavidez (Department of Social and Health Services), Susan Holman (Utilities and Transportation Commission), Pam Johnson (Department of Licensing), Julia Lynden (Department of Information Services), Lori Nesmith (Department of Social and Health Services), and Jean Vanni (Department of Ecology).

The PCOC goal for 2004-2005 is to provide ICSEW members information on how to grow their careers, seek and obtain the jobs of their choice, lead successful business and personal lives, and work effectively using the new Personnel System. Specific tasks toward accomplishing this goal include developing a needs assessment survey to identify what tools and educational opportunities are needed to assist state employees in career progression. Information from the survey will be used to target subjects for articles in the *InterAct* newsletter and educational brochures. In addition, the committee will work with the Education Committee to identify workshop opportunities. Finally, the PCOC will begin to explore the idea of a Washington State Career Fair that focuses on opportunities and tools for state employees to realize their professional goals.

Personnel System Reform Committee (PSRC)

Committee Chair: Connie Riker (Office of the Attorney General)

Committee Members: Terri Parker (Office of the Secretary of State), Chrystal Andoh (Department of Revenue), Michele Lucero (Department of Agriculture), Robin Bradshaw (The Evergreen State College), and Cami Feek (Department of General Administration).

The PSRC was newly adopted as an Ad Hoc Committee for the ICSEW in September 2004 with two goals in mind:

1. To provide ICSEW members and state employed women information on how civil service reform will affect them by providing the facts and the impacts.
2. To make recommendations to the ICSEW regarding whether the ICSEW should take a position on proposed changes or implementation plans with the intention of advising the Governor or the Department of Personnel on impacts or recommendations.

Take Our Sons and Daughters to Work Day (TODSTWD)

Committee Chair: Misty Ross (Department of Social and Health Services)

Committee Members: Chrystal Andoh (Department of Revenue)

A survey conducted in Spring 2004 showed that a majority of respondents preferred agency-sponsored Take our Sons and Daughters to Work Day (TODSTWD) events over statewide events. However, the committee will look at the feasibility and impact of an ICSEW-hosted statewide event(s) as an option. Regardless of the outcome of a decision on a statewide event, the committee will work to provide information on this important day to all state agencies and employees. They will further work toward providing opportunities for agencies to collaborate and coordinate events by compiling a list of agency TODSTWD coordinators and facilitating communication among those identified.

Appendix 1 – Membership Roster

<i>Agency</i>	<i>Last Name</i>	<i>First Name</i>	<i>Term Expires*</i>	<i>Phone</i>
Administrative Hearings , Office of	Emmal	Julie	2005	360 737-2152
Administrative Hearings , Office of	VanDeBrake	Pam		
Agriculture, Department of	Lucero	Michelle		360 902-1875
Agriculture, Department of	Wheeler	Wendy Sue	2005	360 902-1972
Attorney General, Office of	Flaherty	Janice	2006	360 459-6600
Attorney General, Office of	Riker	Connie		360 438-8692
Central Washington University	Sleigh-Layman	Staci	2005	509 963-2205
Community, Trade, and Economic Development, Department of	Mullenix	Jamie	2006	360 725-2653
Corrections, Department of	Robertson	Sandra	2006	360 493-6453
Corrections, Department of	Rosario-Saavedra	Maria	2006	360 753-2500
Eastern Washington University	Bauknecht	Darla	2005	
Ecology, Department of	Gaskell	Sheryl	2006	360 407-6380
Employment Security Department	Benard	Carolyn		360 438-3139
Employment Security Department	Jenkins	Rosalund	2006	360 902-9289
Evergreen State College, State	Bradshaw	Robyn	2006	360-867-6365
Financial Institutions, Department of	Coblentz	Eva	2006	360 902-0506
Financial Management, Office of	Rummig	Vicki	2005	360 725-5268
Gambling Commission, Washington State	Graley	Joanne	2006	360 486-3499
Gambling Commission, Washington State	Sjoholm	Julie		360 486-3552
General Administration, Department of	Brown	Sue		360 902-7211
General Administration, Department of	Feek	Cami	2006	360 902-7290
Governor, Office of the	Grays	Daisy		360 902-0387
Governor, Office of the	Woods	Julie	2006	360 902-0498

* A blank Term Expires date indicates the member is an alternate or from an agency that does not qualify for formal appointment (less than 25 women employed).

<i>Agency</i>	<i>Last Name</i>	<i>First Name</i>	<i>Term Expires*</i>	<i>Phone</i>
Health Care Authority	Olmstead	Jan Ward	2006	360 923-2803
Health, Department of	Hanna	Marilyn	2005	360 236-3505
Health, Department of	Peterson	Lonnie		360 236-3928
Higher Education Coordinating Board	Velez	LeeAnne		
Human Rights Commission	Moore	Becky	2005	360 753-6770
Human Rights Commission	Ralph	Debbie		
Information Services, Department of	Lynden	Julia		360 725-5212
Information Services, Department of	Starkey	Kimberly	2005	360 902-3187
Insurance Commissioner, Office of the	Meyer	Vicki	2005	360 725-7263
Interagency Committee for Outdoor Recreation	Balcomb	Heather	2005	360 902-3000
Investment Board, State	Machado	Sandra	2006	360 956-4722
Labor and Industries, Department of	McDaniel	Joanne		360 902-6817
Labor and Industries, Department of	Stilson	Simone	2006	360 902-6319
Licensing, Department of	Johnson	Pam		360 902-4046
Licensing, Department of	Partain	Kristin	2006	360 902-3847
Liquor Control Board	Foster	Cheryl	2005	360 664-1614
Lottery Commission	Maynard	Gina	2005	360 664-4786
Natural Resources, Department of	Gifford	Dianna	2005	360 740-6817
Parks and Recreation Commission, State	Clarke	Sherri	2005	360 902-8569
Personnel, Department of	Craig	Cindy	2005	
Pierce College	Davis	Mary	2005	253 964-6680
Pierce College	Rucker	Carole		5885281x2002
Public Printer	Forbes	Kathy	2005	360 570-5031
Retirement Systems, Department of	Meyers	Cheryl	2006	360 664-7310
Revenue, Department of	Andoh	Chrystal	2005	360 705-6671

* A blank Term Expires date indicates the member is an alternate or from an agency that does not qualify for formal appointment (less than 25 women employed).

<i>Agency</i>	<i>Last Name</i>	<i>First Name</i>	<i>Term Expires*</i>	<i>Phone</i>
School for the Blind, State	Merz	Janet	2005	360 696-6321
Secretary of State, Office of the	King	Norma		360 704-5239
Secretary of State, Office of the	Parker	Terri	2005	360 586-1170
Sentencing Guidelines Commission	Ditton Henzel	Paula		360 956-2134
Services for the Blind, Department of	McCay	Ann	2006	206 721-6492
Social and Health Services, Department of	Benavidez	Kindra	2005	360 725-4567
Social and Health Services, Department of	Nesmith	Lori	2005	360 740-3434
Social and Health Services, Department of	Ross	Misty	2005	509 839-7205
State Auditor, Office of the	Melendez	Annykay		360 586-2273
State Auditor, Office of the	Voss	Wendy	2005	
State Board for Community and Technical Colleges	Oderman	DelRae	2005	360 704-4309
State Patrol, Washington	Mott	Shirley	2005	360 438-5833
Superintendent of Public Instruction	Collins	Kristin	2005	360 725-6270
Superintendent of Public Instruction	Sande	Kathleen		360 725-6046
Traffic Safety Commission, Washington	Beard	Melissa		360 586-3348
Transportation, Department of	Nash	Adrianne	2005	425 357-5104
Transportation, Department of	Waters	Mia		206 440-4541
Utilities and Transportation Commission	Gregg	Angela	2006	360 664-1314
Utilities and Transportation Commission	Holman	Susan		360 664-1243
Veterans' Affairs, Department of	Kettelhut	Debbie	2005	
Washington State University	Love	Deborah		509 335-8288
Washington State University	Robinson	Texas	2005	360 664-4814

Total 70

* A blank Term Expires date indicates the member is an alternate or from an agency that does not qualify for formal appointment (less than 25 women employed)

Appendix 2 – 2003-04 Budget

Cash on Hand, July 1, 2004 \$ 55,678.99

Estimated Income

Event Fees	\$ 69,330.00	
Less: Event Costs	\$(59,587.00)	
Event Revenue		\$ 9,743.00

Total Estimated Income \$ 9,743.00

Estimated Expenditures

Administrative

Recognition	\$ 480.00	
Supplies	\$ 700.00	
Speakers	\$ 500.00	
Total		\$ 1,680.00

Communications

FTE Publication	\$ 3,438.00	
Website Hosting	\$ 720.00	
Listserv	\$ 420.00	
Total		\$ 4,578.00

Membership

General Meeting Costs (Refreshments)	\$ 375.00	
Transition Meeting	\$ 2,400.00	
Training Materials/License	\$ 250.00	
Total		\$ 3,025.00

History

Refreshments	\$ 50.00	
Total		\$ 50.00

PCOC

Total		\$ -
-------	--	------

Health & Wellness

Event Fees	\$ 200.00	
Hosted Event Costs	\$ 550.00	
Total		\$ 750.00

Personnel System Reform

Printing/meeting	\$ 200.00	
Total		\$ 200.00

Conference

Travel (site visits)	\$ 200.00	
Total		\$ 200.00

Total Estimated Expenditures \$ 10,483.00

Total Estimates Profit/(Loss) \$ (740.00)

Estimated Ending Cash Balance \$ 54,938.99

Appendix 3 – Bylaws (Adopted September 9, 2003)



BYLAWS

Article I - Name

The name of the organization shall be the Washington State Interagency Committee of State Employed Women (referred to hereafter as ICSEW).

Article II - Purpose

The major focus of the Committee shall be to enhance working conditions and employment opportunities for women in state government. This will be accomplished by:

- Advising the Governor and state management of policies, procedures, regulations, and legislation requisite to improving employment conditions and career opportunities for women, especially in the areas of education, training and career development; and
- Communicating with and for women as state employees; and
- Identifying and addressing legal, health, social, economic, diversity, and political issues.

Article III - Membership

The Governor shall appoint one agency representative for a two-year period from each state agency and four-year institution of higher education employing not less than 25 women, and the appropriate number of representatives to be designated by the State Board for Community College Education on behalf of the Community College System. Agency Directors are responsible for providing the Governor with candidates for the agency representative. Agencies of institutions employing more than 2,000 women shall have one representative for every 2,000 women employed. Terms are staggered to ensure continuity.

A position is vacated when an agency representative notifies the Governor's office of a resignation or when the Executive Board recommends removal of a representative to the Governor's office. The ICSEW Membership Chair will notify the Governor's office of any resignations. The Governor shall appoint a replacement to fill the un-expired portion of a two-year term for a vacated position.

Each representative appointed to the ICSEW shall attend the six meetings annually. If unable to do so, the representative shall provide prior notice to the Membership Chair and may send an alternate.

Agency directors may identify one agency alternate per representative to act in the absence of the representative. Alternates may participate fully in ICSEW activities with the exception of voting. Only Governor appointed agency representatives are eligible to vote. The alternate may vote in the absence of the representative provided a signed proxy is presented to the Chair either before or at the bi-monthly meeting.

Article IV - Attendance

Regular attendance at the ICSEW general meetings is essential so that decisions made represent the opinions of the committee as a whole. In addition, regular attendance enables committee members to be productive and helps ensure that issues are examined from a variety of perspectives. An ICSEW committee member may forfeit their appointment as a result of poor attendance.

Appointed representatives to ICSEW are expected to attend six scheduled general membership meetings per year. Representatives with two consecutive excused absences in a calendar year, will be contacted by the Membership Chair asking the member to recommit to ICSEW or relinquish their position to allow another individual to be appointed.

Two unexcused absences will result in a letter being sent to the representative's director asking that another individual be appointed to represent the agency.

Article V- Executive Board

The Governor shall appoint the Chair and Staff Liaison.

The Chair shall appoint: a Vice Chair, a Secretary, a Treasurer, and select the Standing Committee Chairs. The Chair shall appoint Ad Hoc Committee Chairs as necessary. The Chair, Vice Chair, Secretary, Treasurer, and the Standing and Ad Hoc Committee Chairs will serve as the Executive Board to the ICSEW. Any agency representative or alternate is eligible to serve on the Executive Board. Alternates may sit on the Executive Board provided there is a 2/3 majority of appointed members on the board.

The Chair shall: conduct all meetings of the ICSEW; communicate adopted recommendations to the Governor; make additional appointments to the ICSEW Executive Board as necessary; serve as the designated spokesperson in any forum; submit an annual report to the Governor; and perform other duties as needed to further the purpose of the ICSEW.

The Vice Chair shall: coordinate Standing and Ad Hoc Committee activities with the chairs; arrange for, and introduce, speakers for the programs presented at ICSEW bi-monthly meetings; preside at meetings in the absence of the Chair; and perform other duties as needed to further the purpose of the ICSEW.

The Treasurer shall produce the committee budget, track committee expenditures and revenues, and provide information on the financial status of the committee at general meetings or as requested.

The Secretary shall: keep accurate minutes of all ICSEW meetings and prepare correspondence as requested by the Chair or Vice Chair; and ensure all documentation created by and for the ICSEW is made publicly available

The Standing and Ad Hoc Committee Chairs(s) shall: call Standing and Ad Hoc Committee meetings as needed; represent the Standing and Ad Hoc Committee as a member of the Executive Board; submit Standing and Ad Hoc Committee recommendations to the ICSEW membership for action; prepare and submit an annual report to the membership on behalf of the Standing and Ad Hoc Committees.

VI – Committees

ICSEW has five Standing Committees: Communications, Education, Conference, History and Membership.

The Communications Committee shall ensure the continued availability and communication of information regarding the ICSEW and issues through media, including but not limited to, the *InterAct* and ICSEW website.

The Education Committee shall research and identify education needs and provide education through means including, but not limited to, workshops, *InterAct* articles, and the ICSEW website.

The Conference Committee shall plan and coordinate the ICSEW conference including, but not limited to, identifying location, theme, dates, budget, and speakers. The Conference Committee shall work with the ICSEW Chair, Treasurer, Communications Chair, and Education Chair to ensure continuity in ICSEW activities and planning.

The History Committee shall keep an archive of ICSEW related materials and documents and provide occasional historical retrospectives as appropriate through means such as, but not limited to, ICSEW meetings and events, *InterAct* articles, and the ICSEW website.

The Membership Committee shall monitor membership, attendance, and agency representation as well as plan general membership meetings. In addition, the Membership Committee shall work toward strengthening the membership through appropriate activities including, but not limited to, providing networking opportunities and the membership roster.

Ad Hoc Committees are reflective of the issues voted and agreed upon by the membership or are appointed or abolished by the Chair under special circumstances. Ad Hoc Committees shall be reviewed annually in September each year to ensure the issues continue to be of importance to state employed women.

Article VII - Funding

The ICSEW shall have the authority to receive gifts, grants, and endowments from public or private sources to be used for the benefit of the Committee and expend any income therefrom according to the terms of such gifts, grants, or endowments. The Treasurer shall oversee and administer ICSEW funds.

Article VIII - Meetings

The ICSEW will meet bi-monthly. The specific month, day, and time will be determined annually by the Chair. An emergency meeting may be called at the discretion of the Chair or at the request of six members; the purpose of the meeting will be stated in writing, and distributed either electronically or by paper.

Article IX- Amendments

The bylaws may be amended by a two-thirds vote of the membership provided the amendment is proposed by a member, submitted in writing, and distributed either electronically or by paper, to the membership at least fourteen calendar days prior to a regularly scheduled meeting.

Article X- Quorum

Fifty-one percent of the membership shall constitute a quorum for action. Fourteen calendar days notice prior to a regularly scheduled meeting will be provided to the membership, and distributed either electronically or by paper, if voting action will take place. Each representative shall have one vote. A representative who is unable to attend a bi-monthly meeting may send an alternate to the meeting. The alternate may vote in place of the representative provided a signed proxy is presented to the Chair either before or at the bi-monthly meeting.

Article XI - Parliamentary Procedures

Robert's Rules of Order (Newly Revised) shall be the parliamentary authority for ICSEW.

XII – Definitions

Ad Hoc Committees – Committees that are established for the special purpose of studying, involving, or informing state employees regarding specific issues as identified by membership or the Governor.

Agency Representative (Representative) - A member appointed by the Governor for a set term to represent one agency. Agency representatives have full membership rights including the right to vote on items raised for vote to the ICSEW membership.

Alternate – A member identified by the Agency Director as an alternate to the agency representative. Alternates have membership rights to serve on committees and participate in ICSEW activities. Alternates do not have voting privileges unless bestowed by the agency representative by a signed proxy.

Executive Board (Board) – The collective body of board members including the ICSEW Chair, ViceChair, Secretary, Treasurer, Standing Committee Chairs, and Ad Hoc Committee Chairs.

Member – Any agency representative or alternate.

Standing Committee - Committees that support the ongoing operation of the ICSEW.

Unexcused Absence – Any agency representative who does not attend a regularly scheduled membership meeting and fails to notify the Membership Chair with good cause will be considered unexcused from that meeting.

Amended: May 1997; September 1997; June 2000; September 2003